

503 KAR 1:080. Certification of schools.

RELATES TO: KRS 15.330(1)(a), (e), (g)

STATUTORY AUTHORITY: KRS 15.330(1)(a), (e), (g), (h)

NECESSITY, FUNCTION AND CONFORMITY: KRS 15.330(1)(a) authorizes the Kentucky Law Enforcement Council to prescribe standards for approval and continuation of approval of schools which conduct law enforcement training courses required under KRS 15.310 to 15.510 and 15.990 to 15.992. KRS 15.330(1)(e) authorizes the council to issue certificates to a law enforcement training school. This administrative regulation establishes standards and procedures for approval and certification.

Section 1. Application Procedures. (1) Any agency, group, or individual may apply to the council to establish:

- (a) A certified basic training school;
- (b) A certified in-service training school; or
- (c) Both.
- (2) The application shall:
 - (a) Be in writing on a KLEC Form 3, School Certification Application; and
 - (b) Include information regarding the:
 - 1. Curriculum;
 - 2. Instructors;
 - 3. Facilities; and
 - 4. Equipment.

Section 2. Review of Application. (1) Upon receiving a properly completed application for certification of a school, the council shall:

- (a) Conduct an on-site inspection of the facility and equipment; and
- (b) Thoroughly examine the curriculum and instructors of the applying school.
- (2) In the course of its inspection, the council shall determine whether the applying school offers training at least equal to the equivalent training provided by the department based upon the following criteria:
 - (a) Staff:
 - 1. Adequate administrative and support staffing;
 - 2. Number of full-time instructors;
 - 3. Number of part-time instructors; and
 - 4. Certification of all instructors, including guest instructors;
 - (b) Curriculum:
 - 1. Type of training to be offered; and
 - 2. Certification of all curricula;
 - (c) Training aids:
 - 1. Use of an outline, study guide, handouts, and similar class material; and
 - 2. Availability of training aids including:
 - a. Chalk or white board;
 - b. Flip chart and easel;
 - c. Charts;
 - d. Enlarged photographs;
 - e. Scale models;
 - f. Thirty-five (35) millimeter slide projector;
 - g. Screen;

- h. Video projector;
- i. Monitors;
- j. Satellite dish capability; and
- k. Distance learning capability; and

(d) Hours and capacity:

- 1. Number of students that can be trained annually;
- 2. Number of times annually that a course is offered;
- 3. Maximum number of students per class; and
- 4. Hours of operation.

(3) The council shall determine whether the applying school's personnel, facilities, and procedures meet minimum standards for safety and quality based upon the following criteria:

(a) Physical facilities:

- 1. Type and age of buildings;
- 2. Number of classrooms;
- 3. Adequate heating, air conditioning, and ventilation;
- 4. Adequate lighting;
- 5. Adequate furniture;
- 6. Available library with adequate number of copies of standard reference material necessary for subject matter taught; and
- 7. Available physical training facilities; and

(b) Firearms range:

- 1. Location;
- 2. Distance from classroom;
- 3. Travel time from classroom to range;
- 4. Available transportation to range;
- 5. Types of courses available (bullseye, silhouette, combat, or other practical shooting course);
- 6. Range rules posted and enforced;
- 7. Certified firearms instructor present at all training sessions;
- 8. Established and enforced safety precautions for loading and storing of ammunition; and
- 9. Backstop which will contain slugs and prevent ricochets.

(4) An applying school shall not be certified if found to be deficient in any of the areas established in subsections (2) and (3) of this section.

Section 3. Approval Procedure. The council, at its first regular meeting after the evaluation has been completed, shall vote whether to approve the applying school.

Section 4. Notification of Council Action; Certification. (1) The council shall notify the applying school and fund administrator within thirty (30) days of the council's action whether the school is approved.

(2) If an applying school is approved, the council shall issue a certificate stating:

- (a) That the school has been certified; and
- (b) That the school offers:
 - 1. Basic training;
 - 2. In-service training; or
 - 3. Both.

Section 5. Inspections. A school certified by the council shall be subject to inspection by the council to determine if the school is maintaining the standards required for certification.

Section 6. Revocation of Certification. (1) A school's certification shall be revoked by the council if a school has been found not to have maintained the standards required for certification. (2) If certification is revoked, the school and the fund administrator shall be notified of the revocation by the council within fifteen (15) days. The council shall not recertify a school until the deficiency has been corrected.

Section 7. Incorporation by Reference. (1) KLEC Form 3 "School Certification Application", June 2014 edition, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Law Enforcement Council, Funderburk Building, Eastern Kentucky University, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102, Monday through Friday, 8 a.m. to 4:30 p.m. (11 Ky.R. 1539; eff. 5-14-1985; Am. 25 Ky.R. 614; 1871; eff. 2-18-1999; 41 Ky.R. 591; 1056; eff. 12-5-2014.)